

# Illinois Biodiversity

## FIELD TRIP GRANT

### FINAL REPORT FORM

***This report is due no later than one month after the completion of the field trip. If you find that you cannot meet this deadline, please contact the Illinois Department of Natural Resources' Division of Education at [dnr.teachkids@illinois.gov](mailto:dnr.teachkids@illinois.gov).***

Field Trip Destination: \_\_\_\_\_ City: \_\_\_\_\_

Grant Recipient's Name (must currently be employed as a teacher at the school):

Grant Number: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grade(s): \_\_\_\_\_ # of Student Participants: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

**ASSESSMENT:** Submit up to two typed pages describing the activities undertaken as part of the field trip. Include:

1. concepts learned, how they were incorporated into the existing curriculum and how student knowledge was assessed;
2. pre-visit, on-site and post-visit activities;
3. list of partners and/or community resources utilized;
4. how funds were expended.

**INCLUDE AS ATTACHMENTS:**

1. Payment Request Form and original receipts documenting all expenditures;
2. digital photographs;
3. samples of student work, reports or comments;
4. copies of any school or community newspaper articles referencing the project;
5. World Wide Web page address if field trip is summarized on the school page;
6. thank-you notes to the grant benefactors.

***Submit to: Illinois Department of Natural Resources, Division of Education***  
One Natural Resources Way, Springfield, IL 62702-1271



Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; 217/785-0067; TTY 217/782-9175.

Printed by the Authority of the State of Illinois • DNR-ED-220140 • 3/22 •



State of Illinois